

Supplemental Instruction Leader Position Description

Fall 2021

Position Title: Supplemental Instruction Leader

Description: Under the supervision of Director of Student Achievement Programs, SI Leaders are trained in planning and facilitating collaborative and group learning in regularly scheduled study sessions (a.k.a., SI sessions) for Buffalo State students who are enrolled in targeted courses. The SI sessions are scheduled group meeting times in which SI Leaders help students in the SI session interact with the material in a more engaging way.

Compensation: \$12.50 Per Hour (Approximately \$1700 per semester)

Time Commitment:

- 8 hours per week
 - 3 hours course lecture
 - 1 hour SI session including bi-weekly observations
 - 1 hour on average every week faculty meeting
 - 1 hour on average every week staff meeting
 - 1 in-person/synchronous lesson plan hour per week
 - 1 asynchronous lesson plan hour per week
- Attend in-person/synchronous training on August 25th-27th and complete asynchronous online training by August 18th (Can request early move-in if residential student)
- One semester commitment (additional semesters based on evaluation, need, and budget)

Responsibilities:

- Attend all SI sessions and course lectures, take notes, assist in lecture, and model appropriate academic attitudes and behaviors.
- Create a lesson plan for SI session, prepare all materials, and turn-in lesson plans for approval and feedback.
- Post session videos, worksheets, and other materials on Blackboard.
- Share your video with students if teaching remotely and maintain a professional demeanor during employment.
- Coteach the first few weeks with Dr. Martin & as needed throughout the semester.
- Submit accurate and punctual attendance grades, time sheets, and other paperwork.
- Attend weekly staff meeting for additional training and learning new SI learning strategies.
- Maintain professional communication with Director, Graduate Assistants, and other Student Achievement Programs staff, including attending staff meetings/training sessions, office hours, submitting grades, turning in attendance sheets, contributing to program improvement efforts, responding to Group Me, and seeking advice when needed.
- Maintain professional communication with course instructor including periodic meetings to debrief SI session and address student concerns.
- Act as a peer support for students and refer students to campus support services as needed including immediately reporting critical issues to the Director.
- Have access to a reliable internet connection and familiarize yourself with the technology.
- Complete surveys, raise flags, and schedule office hour meetings on Bengal Success Portal.
- Assist students in forming study groups that meet beyond the SI hour.
- Check Buffalo State email and GroupMe regularly (at least once a day)

**Please note: This position is scheduled to be in person but may be remote position pending COVID-restrictions.*